

2009 U.S. EPA Community Involvement Training Conference

Call for Presenters Application

Please answer the proposal application questions completely and provide all the information requested. You must answer all of the questions. Incomplete applications will not be accepted. Submit your proposal by close-of-business ***Friday, February 20, 2009***.

Part I: Presentation Information

1. What is your presentation title? (10 words or less.)

Note: Please ensure the session title reflects the information and content that will be presented during the session.

2. In keeping with our conference theme—Reaching Across Boundaries: Sharing Challenges and Opportunities—please select the “Boundary” area of your presentation (consult the *Call for Presenters* for a description of each Boundary category). Please select only one boundary area.

☐ Communications Boundaries
☐ Institutional/Organizational Boundaries
☐ Behavioral and Emotional Boundaries

3. How long is your proposed presentation? Please choose only **one** of the following:

Information Session: ☐ 90 Minutes

Training Session: ☐ 3 hours
☐ 4 hours
☐ 7 hours

Field Trip: ☐ How much time is needed for this field trip? _____ hours

Note: Field trips are scheduled on Tuesday and Wednesday, August 18 and 19. The maximum length of field trips is four hours.

4. Please indicate the instructional level of your presentation.

☐ Introductory Audience
☐ Intermediate Audience
☐ Advanced Audience

Note: We are looking for a variety of topics appropriate for various levels of experience among the conference participants. Participants new to the field are likely to be interested in introductory topics, while others with more experience are more apt to be interested in new or advanced information. We encourage you to consider topics at the intermediate or advanced levels.

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5. Please indicate the environmental media/topic(s) that your presentation addresses. Please select only one.

<input type="checkbox"/> Air	<input type="checkbox"/> Multimedia
<input type="checkbox"/> Environmental Education	<input type="checkbox"/> Waste
<input type="checkbox"/> Environmental Justice	<input type="checkbox"/> Water
<input type="checkbox"/> Other: _____	

6. What audiovisual equipment will you require for your presentation?

☐ Flip charts with markers. How many flip charts do you need? _____

☐ VCR

☐ DVD Player

☐ Other: _____

☐ Requests for additional equipment will be considered on an individual basis.

Note: Computers with PowerPoint viewer software and LCD projectors ***will be provided*** for all sessions. Presenters are encouraged to use this equipment to show all of their presentation materials. If needed and requested by July 17, 2009, support will be provided to presenters to convert their materials to the PowerPoint format. Conference organizers are planning to produce and distribute presentation proceedings in electronic formats. All final electronic presentation materials must be submitted by **July 31, 2009**.

7. Briefly describe your session using no more than **250 words** (approximately half of a page). If your presentation is accepted, this description will be included in the conference program and posted on the conference web page. It is important that this description reflect the content of the presentation.

8. Explain your plan to actively involve the audience in your presentation, using **no more than 75 words**. Be specific. **Note:** We prefer that audience involvement include activities other than just a question and answer session.

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9. What will participants learn in your session? Please list clearly and concisely the key learning objectives or messages from your presentation, using **no more than 50 words**.

10. Please show, in an outline format, how your presentation will be organized. As part of this outline, identify each topic/subject area and how that information will be conveyed (i.e., lecture, panel, participant discussion, interactive exercise/role play, or combination of approaches).

Part II: Presenter Information

You need to provide contact information and answer several questions for each person you are proposing for this presentation. Make sure the number of presenters you are proposing is reasonable for the length of the session. We encourage you to limit the number of presenters and increase opportunities for audience interaction instead. For example, if you are proposing a ninety 90-minute information session, we recommend having no more than two presenters.

Please answer the questions (listed on the next page) about the lead presenter first. After completing the lead presenter questions, please provide the same information for each of the other people you are proposing for this session. If you have not identified your specific presenters yet, please provide as much information about the intended person as possible, such as the type of organization they represent and their role in the presentation.

This application provides space for information about three presenters. If you are proposing more than three presenters, copy questions one through four and provide the necessary information for each additional presenter.

Note: All correspondence will be sent to the Lead Presenter **only**. It is the Lead Presenter's responsibility to notify conference organizers of any changes to their proposed presenters.

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Lead Presenter

1. Provide contact/background information for the lead presenter.

Name: Prefix (Mr./Ms./Dr.): _____ First: _____
Last: _____ Suffix (Jr., Sr.): _____
Professional Title: _____
Organization: _____
Branch/Division: _____
Mail Code: _____
Address: _____

City: _____ State: _____ Zip: _____
Phone: _____ Ext. _____ Fax: _____
E-Mail: _____

2. What type of organization does this speaker represent? (*If more than one choice applies, please select the primary organization this speaker is representing in his/her capacity as a presenter.*)

<input type="checkbox"/> EPA	<input type="checkbox"/> Academia
<input type="checkbox"/> Other Federal Agency	<input type="checkbox"/> Community Member
<input type="checkbox"/> State Government	<input type="checkbox"/> Contractor with EPA or Other Government Agency
<input type="checkbox"/> Local Government	<input type="checkbox"/> Environmental Justice Organization/Community
<input type="checkbox"/> Tribal Government	<input type="checkbox"/> Private Industry
<input type="checkbox"/> Other: _____	

3. Describe the professional background and presentation experience of this presenter, using **no more than five sentences**.

4. What is the role of this proposed presenter in the presentation?

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Second Presenter If you do not have a second presenter, move to Part III, Speaker Reimbursement, page 7.

1. Provide contact/background information for the second presenter.

Name: Prefix (Mr./Ms./Dr.): _____ First: _____
Last: _____ Suffix (Jr., Sr.): _____
Professional Title: _____
Organization: _____
Branch/Division: _____
Mail Code: _____
Address: _____

City: _____ State: _____ Zip: _____
Phone: _____ Ext. _____ Fax: _____
E-Mail: _____

2. What type of organization does this speaker represent? (*If more than one choice applies, please select the primary organization this speaker is representing in his/her capacity as a presenter.*)

<input type="checkbox"/> EPA	<input type="checkbox"/> Academia
<input type="checkbox"/> Other Federal Agency	<input type="checkbox"/> Community Member
<input type="checkbox"/> State Government	<input type="checkbox"/> Contractor with EPA or Other Government Agency
<input type="checkbox"/> Local Government	<input type="checkbox"/> Environmental Justice Organization/Community
<input type="checkbox"/> Tribal Government	<input type="checkbox"/> Private Industry
<input type="checkbox"/> Other: _____	

3. Describe the professional background and presentation experience of this presenter, using **no more than five sentences**.

4. What is the role of this proposed presenter in the presentation?

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Third Presenter If you do not have a third presenter, move to Part III, Speaker Reimbursement, page 7.

1. Provide contact/background information for the third presenter.

Name: Prefix (Mr./Ms./Dr.): _____ First: _____
Last: _____ Suffix (Jr., Sr.): _____
Professional Title: _____
Organization: _____
Branch/Division: _____
Mail Code: _____
Address: _____

City: _____ State: _____ Zip: _____
Phone: _____ Ext. _____ Fax: _____
E-Mail: _____

2. What type of organization does this speaker represent? (*If more than one choice applies, please select the primary organization this speaker is representing in his/her capacity as a presenter.*)

<input type="checkbox"/> EPA	<input type="checkbox"/> Academia
<input type="checkbox"/> Other Federal Agency	<input type="checkbox"/> Community Member
<input type="checkbox"/> State Government	<input type="checkbox"/> Contractor with EPA or Other Government Agency
<input type="checkbox"/> Local Government	<input type="checkbox"/> Environmental Justice Organization/Community
<input type="checkbox"/> Tribal Government	<input type="checkbox"/> Private Industry
<input type="checkbox"/> Other: _____	

3. Describe the professional background and presentation experience of this presenter, using **no more than five sentences**.

4. What is the role of this proposed presenter in the presentation?

Four or More Presenters

Copy this page and answer questions one through four for each remaining presenter.

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Part III: Speaker Reimbursement Information

Environmental Management Support, Inc. (EMS), EPA's conference planning contractor, has limited funding available to reimburse the travel-related expenses for *one* speaker (non-federal government presenters only) for each session. These speakers must arrange and *pay for* all their travel-related expenses up front (airfare, lodging and food) and will be *reimbursed* for these expenses *after* the conference. Those requesting reimbursement will be notified by May 15, 2009, about whether they will be reimbursed for travel expenses.

1. Will you or any of your co-presenters require reimbursement of travel expenses to present at the conference? (**For non-federal government presenters only**)

____ Yes

____ No

If yes, which presenter listed in Part II will require reimbursement? (**Only one presenter per session**)

Presenter's Name: _____

2. Will you still be able to give this presentation if the presenter listed above is *not* reimbursed for travel expenses? Please select one of the following responses.

____ Yes, we will be able to give this presentation without being reimbursed for travel-related expenses.

____ No, we will not be able to give this presentation unless the presenter listed above is reimbursed for travel.

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Part IV: Submit Your Application

1. Please read and add the following statement to the end of your proposal:

“With the submission of this proposal, I acknowledge that EPA reserves the right to record any portion of my presentation for later reproduction and distribution to conference participants. I shall provide to conference organizers copies of presentation materials in an electronic format, for inclusion on the conference proceedings web page. I also recognize that I am required to register for the conference and, if necessary, pay a discounted registration fee (non-EPA presenters only).”

___ Yes, I have read and agree to conditions stated above.

Your Name: _____

2. Submit your proposal by ***close-of-business on Friday, February 20, 2009***. We encourage you to email your proposal, if possible. If not, you may also fax or mail your proposal. If you mail the proposal, it must be postmarked by February 20, 2009. Send your proposal to the CI Conference Coordinator at:

Email: ciconference@emsus.com.

Fax: 301-589-8487

Mail: Conference Coordinator
Environmental Management Support, Inc.
8601 Georgia Avenue, Suite 500
Silver Spring, MD 20910